

CITY OF FALLS CHURCH, VIRGINIA SITE PLAN CHECKLIST REQUIREMENTS

(For use by applicants and/or their agents with first submissions.)

The applicant is responsible for reviewing all appropriate City Code sections and contacting staff for clarification, as needed. All site plan submissions must be received prior to Noon in order to be logged in on that business day.

Please mark with a check if the item has been completed. Mark "N/A" if the item is not applicable or provide a written explanation next to the item if the requirement cannot be met.

Presubmission Requirements:

- _____ Four (4) copies of preliminary survey documents are required. These documents must provide an accurate survey of existing features on and around the site, including the following, in accordance with Section 38-29(b) of the City Code:
 - _____ A site drawing to scale locating all existing trees on the site measuring at least two inches (2") in diameter at four and one-half feet (4.5') above grade. A chart shall also be provided showing common name, botanical name, size, condition, and life expectancy of each tree. Trees will be identified by an International Society of Arboriculture (ISA) certified arborist.
 - _____ The preliminary survey documents also require a map showing the location of existing buildings, existing and proposed public and private easements, underground facilities, and any floodplain or Chesapeake Bay Preservation Area District, if applicable.

City staff will review preliminary survey documents within ten (10) business days of submission. Shortly after this review is completed, the applicant should schedule a meeting with staff to discuss any impediments to development and a deadline for submission of revised plans will be set, if necessary. Following this process, the applicant must submit an application, fee, completed checklist, and a development site plan. **No site plans will be accepted until all preliminary survey requirements under City Code Section 38-29(b) have been met.**

General Requirements:

- _____ Site plans involving most development, redevelopment, or general land disturbing activities in any Chesapeake Bay Preservation Act Overlay District are subject to Section 38-42 and Section 38-29(a)(1)e., (2), (d)(32), and (h)(10) of the City Code.

- _____ If the structure is protected under the Historic and Cultural Conservation Overlay District (Section 38-39 of the City Code) a separate application is required for review by the Historic Architectural Review Board (HARB). Contact the Planning Division for information.
- _____ Site plans must be prepared and certified by an engineer, architect, landscape architect, and/or land surveyor authorized to practice in the Commonwealth of Virginia.

Site Plan Submission Requirements:

Plan Specifications:

- _____ A standard cover sheet (Mylar template is available for loan for reproduction from the Planning Division).
- _____ Standard size of 24" x 36".
- _____ Scale equal to 1" = 50' or larger.
- _____ Title, scale, date, and name of firm preparing plan.
- _____ North arrow, true or magnetic.
- _____ Vicinity map at scale of 1" = 2,000' or greater.
- _____ Source of topographic and boundary survey.
- _____ Boundary of the tract by courses and distances reflecting true meridian and/or scaled coordinates, in accordance with National Geodetic Survey standards, including the area of the site. Provide benchmark and description from which information was obtained. Provide reference to Virginia State Plane Coordinates.
- _____ Use classifications and type of construction of buildings for fire rating purposes.
- _____ One 8-1/2 x 11" reduction of the development plan and landscape plan, with supporting graphics.

Legal Specifications:

- _____ Seal and signature of preparing engineer, architect or land surveyor.
- _____ Name of record owner, zoning designations(s), and present uses(s) of the subject site.
- _____ Name of owner(s), zoning designation(s), and present use(s) of all adjacent properties.
- _____ A statement that the owner/contract owner joins in the site plan and agrees to be bound by all plan requirements. If any person represents the owner, the owner must provide a statement of the person's authority.
- _____ Subdivision plat or dedication plat, when applicable. If a site plan covers more than one (1) parcel, a subdivision plat which binds the properties to the uses shown on the site plan is also required. Plat

approval and recordation is a condition for site plan approval (See Subdivision checklist for additional information and requirements.).

Roads, Parking, and Utilities:

Note: Staff requests that existing and proposed conditions be depicted on separate sheets.

- _____ Existing pavement widths, Comprehensive Plan (Major Thoroughfare element), and right-of-way widths of public streets adjoining the tract. This should include right-of-way and pavement widths.
- _____ Widths of proposed public streets (right-of-way and pavement). A minimum of a 50-foot right-of-way and a 30-foot curb to curb is required for public streets.
- _____ The use of private streets is discouraged, however if a private street is approved by the Planning Commission, the applicant must state clearly that the street or drive is private and is to be privately maintained, and that no City refuse collection, recycling collection, snow plowing, or maintenance will be provided. Easements for public street maintenance will not be accepted. Public maintenance and other services are provided only on public streets.
- _____ Location of existing and proposed edge of pavement or curbs and gutter and curb cuts.
- _____ Location of existing and proposed easements, both public and private, and underground facilities. Include deed book and page information for existing easements.
- _____ A schedule showing compliance with the off-street parking and loading requirements of Section 38-31 of the City Code, based on usage, the square footage of that use, and the ratio of parking spaces to floor area for the use.
- _____ The location and dimensions, vertical clearance, and the surface type of off-street parking, loading, and standing spaces and aisles for provided spaces, in accordance with Section 38-31 of the City Code.
- _____ The location and dimensions of bicycle storage racks.
- _____ Location of existing and proposed utility poles, fire hydrants, retaining walls, pump islands, signs, doorways, window wells, guy wires or other structures in relation to automobile parking or maneuvering of pedestrian traffic.
- _____ Travel lanes for fire-fighting equipment designated as "Fire Lane" by the Fire Official, where necessary, to prevent obstruction by unattended vehicles; a minimum width of 16 feet clear is required.
- _____ Location, type, and size of vehicular entrances and driveways.
- _____ Location and width of existing and proposed sidewalks and other pedestrian and nonvehicular access, including handicap access per ADA requirements.
- _____ Existing and proposed sanitary sewer facilities, indicating pipe sizes, types, and grades, and where a connection is made to the City system, including all calculations.

_____ All artificial outdoor light sources and accompanying structural supports, indicating all details required by Chapter 23 of the City Code. Provide a full lighting plan showing photometrics and catalog cuts for fixtures.

Note: 1. Spillover seven (7) feet past the property line to be 0.1 to 1.0 footcandles (fc);
2. Average intensity in parking areas to be 10 fc maximum; and
3. No glare onto adjacent property or street is permitted.

_____ Location of trash storage area and type of enclosures and screening.

_____ Location of existing and proposed utility apparatus associated with above ground and underground installation, connection, and distribution as approved by the respective utility corporation.

_____ Limits of clearing and grading.

Landscape/Tree Preservation:

_____ Landscape plan in conformance with Chapter 35, Section 38-29, and Section 38-31(b)(11) of the Falls Church City Code.

The landscape plan must include:

1. Five percent (5%) interior parking lot landscaping of the entire parking lot area [Section 38-31(b)(11)f. of the Falls Church City Code].
2. A ten foot (10') perimeter buffer adjacent to public streets [Section 38-31(b)(11)d. of the Falls Church City Code].
3. Perimeter landscaping to abutting properties [See Section 38-31(b)(11)e. of the Falls Church City Code for width requirements based on zoning].
4. Graphic depiction of existing trees to be saved on or in close proximity to the site. List of trees "to be removed" and "to be saved" should be included with the preliminary survey information.
5. Topography, existing and proposed.
6. All utilities, existing and proposed, to include the lighting plan.
7. Plant list showing quantities, common name, botanical name, size, comments, and spacing.
8. Landscape specifications, planting details, and maintenance specifications.

_____ A revised tree survey based on the comments on the preliminary tree survey. This must include the following:

1. The location and specifications of six-foot chain link fencing [see City Arborist for specifications].
2. A graphic depiction and list of trees to be saved and trees to be removed.
3. Tree care recommendations. The lists of trees to be saved and removed and tree care recommendations shall also be shown in table format.

Physical Features:

_____ Location of existing and proposed buildings and their dimensions.

_____ Floor area and use of existing and proposed buildings.

- _____ Height of buildings in feet and number of floors.
- _____ Location, if applicable, of any 100-year floodplain district [Section 38-38 of the Falls Church City Code]. This must include the boundary and floodplain zone.
- _____ Location, if applicable, of any Chesapeake Bay preservation area and water quality impact assessment [Section 38-41 of the Falls Church City Code].
- _____ Location, type, and height of existing and proposed fences and walls.
- _____ Existing and proposed topography at an interval not greater than two (2) feet, indicating area of major grading and slopes to be maintained.
- _____ Erosion and sediment control plan in accordance with the most recent edition of the Virginia Sediment Control Handbook.
- _____ Existing and proposed storm drainage system with applicable computations.
- _____ Stormwater detention systems, indicating pipe sizes, types, and grades, including all calculations, and in accordance with the Fairfax County Public Facilities Manual, to include BMPs.
- _____ Building elevations to scale, showing all sides of buildings, building materials, opening details, roofing materials, dimensions, and other miscellaneous architectural features.
- _____ Siamese connection, if building is sprinklered.

Submission Package:

- _____ Completed application form for each type of plan review (i.e., site plan, subdivision, rezoning).
- _____ A check, made payable to the City of Falls Church, for each application fee.
- _____ Ten (10) folded copies of the complete site plan package for staff review. Complete site plan packages include sets of plan sheets – City cover sheet, site plan, landscape plan, elevations, etc.
- _____ An additional ten (10) folded copies of the site plan package for Planning Commission public hearing.
- _____ Identify all *variances* to the Zoning Code and landscape or other *waivers* associated with the site plan.

Note: Separate submissions of portions of plans for the same project from different professionals (i.e., engineer and architect) will not be processed.

The applicant or agent hereby certifies that all checklist items have been provided or addressed:

Print Name of Applicant

Telephone Number

Address

Fax Number

Signature

Date

(Professional Seal)

All submissions are to be received by:

City of Falls Church
Planning Division
300 Park Avenue
Falls Church, VA 22046
703.248.5040

Administrative Use Only

Submission Package: _____ Complete _____ Incomplete _____ Date

Comments: _____

Resubmission Package:

All graphic revisions to site plans must be highlighted and numbered in red on each copy of the revised plan(s). A letter outlining the manner in which all staff and board/commission recommendations have been addressed must also be submitted. Each recommended change should be numbered to correspond with those highlighted on the revised plan. In the event that the applicant cannot address a recommendation, a detailed explanation should also be included in this letter.

- _____ Eight (8) highlighted copies of the revised site plan package for staff review.
- _____ An additional (10) copies of the revised site plan package for Planning Commission public hearing.
- _____ Letter explaining how staff and board/commission comments have been addressed.
- _____ A written justification statement is recommended for any requested waiver by the Planning Commission related to landscaping, off-street parking requirements, etc.
- _____ Contact the Zoning Administrator, 703-248-5015, for Board of Zoning Appeals scheduling requirements if variances are required. A written justification statement of "hardship" is recommended for any requested variance, based on Section 38-10(f) of the Falls Church City Code.
- _____ Contact the Senior Zoning Inspector, 703-248-5015, for Architectural Advisory Board (AAB) scheduling requirements. All site plans must be scheduled for AAB review and a recommendation made by the AAB to the Planning Commission or to the Planning Director (administrative review).

